NAME Leadership Team Position Description

MANAGING EDITOR

The National Association for Museum Exhibition (NAME) is one of the Professional Networks of the American Alliance of Museums (AAM). Its mission is to enhance the cultural landscape by advancing the value and relevance of exhibitions through dialogue among individuals, museum leaders, and the public. The association promotes excellence and best practices, identifies trends and recent innovations, provides access to resources, promotes professional development, and cultivates leadership. It represents nearly 2,500 museum staff and independent professionals, including designers, content developers, fabricators, evaluators, and others engaged in programming and museums. NAME is run by a 21-person volunteer Leadership Team.

GENERAL RESPONSIBILITIES OF NAME LEADERSHIP TEAM MEMBERS

- Understand and promote the organization’s mission
- Attend full Leadership Team meetings and appropriate committee meetings
- Review agenda and supporting documents prior to meetings
- Participate in sponsorship (fundraising) activities, special events, and program development
- Support all activities of the organization, including but not limited to:
  - Developing programs, workshops, and publications
  - Adopting an annual budget and providing fiscal oversight
  - Recruiting, training, and developing Leadership Team members
  - Establishing policies for the effective management of the organization

RESPONSIBILITIES OF THE MANAGING EDITOR ROLE

The Exhibition Managing Editor is a museum professional with experience in the museum field and knowledge of best practice and current trends in the exhibition development, design and production. The Managing Editor is a volunteer NAME Board of Directors position. The Managing Editor works closely with other NAME Board members, as well as the President and Vice President of NAME. The Managing Editor’s duties include:

- Gives input on upcoming issues themes;
- Reviews all article abstracts and drafts and provides comments to Editor;
- Serves as “sounding board” for Editor on any editorial issues that may come up;
- Attends Editorial and NAME Board meetings;
- After receiving sponsor list from Fundraising Chair in late December; contacts all Sponsors for artwork, logo and company blurbs for use in Exhibition and on the NAME website and ensures that Sponsors are correctly placed, according to level, in the journal and on the website. Follows up in Spring for new artwork for Fall issue;
- Works with Designer and Editor on Cover images for each issue and makes sure NAME graphic standards and Exhibition graphic standards are maintained;
- Reviews drafts of Exhibition layout for design issues, copy editing, etc.
- Initiates contract renewal for Exhibition Editor;
- Approves invoices via email for Editor, Designer, and Printer and sends to Treasure;
- Works with Membership Chair, Editor, and Fundraising Chair to get up-to-date mailing list for each issue that includes Boards, Authors, Sponsors, and Members;
• Works with Web Site Developer to insure current Exhibition cover and highlighted article and a full copy of the previous year’s issue is posted online;
• Works with Program Co-Chairs to get relevant list of AAM Conference sessions for Spring issue and reports of Conference and applications for writing and exhibition competitions for Fall issue;
• Coordinates with AAM and other NAME Board members as needed.
• Other duties as assigned.

TERM LENGTH AND LIMITS
• Two years
• May serve no more than two consecutive terms in this position; eligible to transition into a different role on the Leadership Team if reaches term limit

ELIGIBILITY
• Must be an AAM Individual Member in good standing and must not hold a national level office in the AAM or one of its other Professional Networks during the same time of NAME Leadership Team service
• Excellent communications skills a must; previous volunteer leadership experience preferred.

TIME DEMANDS
• Attend and actively participate in at least 75% of Leadership Team meetings (two annual in-person meetings and quarterly calls as needed)
• Attend and actively participate in committee meetings and position-related work (approximately four to eight hours per month)